

**VENDOR PERFORMANCE REPORT**

Office of State Procurement

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Instructions for State Agency Use:</b> <b>AGENCY:</b> Complete this form to report unsatisfactory or exceptional vendor performance. The first copy of this form is to be sent to the Office of State Procurement, second copy is sent to the vendor, third copy is retained by your agency.					
Purchase Order No.	Date Issued	State Contract No.	Delivery Requirement <div style="text-align: right;">_____ Days _____ Weeks</div>		
Agency Name and Address			Vendor Name and Address		
Nature of Report	Late Delivery <input type="checkbox"/>	Unauthorized Substitution <input type="checkbox"/>	Quality not in accordance with contract specifications <input type="checkbox"/>	Exceptional Performance <input type="checkbox"/>	Other (Explain) <input type="checkbox"/>
Action you request of State Procurement	<input type="checkbox"/> This report for purchasing records and vendor information		<input type="checkbox"/> Request State Procurement to take necessary action		
<b>Detailed Explanation:</b> Be specific, attach additional sheets if more space is needed)					
Agency Report Initiated by: _____ <div style="display: flex; justify-content: space-between;"><span>(Name)</span><span>(Title)</span><span>(Date)</span><span>(Phone #)</span><span>(Email Address)</span></div>					
<b>Vendor:</b> Upon receiving a copy of this report, you are requested to respond in writing within 7 calendar days to:  STATE OF ARKANSAS OFFICE OF STATE PROCUREMENT <b>OR</b> e-Mail to <a href="mailto:OSP@dfa.state.ar.us">OSP@dfa.state.ar.us</a> 1509 W. 7 <sup>TH</sup> ST., SUITE 300 LITTLE ROCK, AR 72201-4222 ATTN:					
<b>Vendor Response to Agency Explanation:</b> (Attach additional sheets if more space is needed)					
Vendor Response by: _____ <div style="display: flex; justify-content: space-between;"><span>(Name)</span><span>(Title)</span><span>(Date)</span><span>(Phone #)</span><span>(Email Address)</span></div>					
<b>Final Disposition:</b> (To be completed by State Procurement)  <input type="checkbox"/> Resolved, agency/vendor records retained for future reference. <input type="checkbox"/> Filed, purchasing information and vendor's performance records.					
(Name)		(Title)		(Date)	
<b>First Copy-Send to State Procurement, 2<sup>nd</sup> Copy-Send to Vendor, 3<sup>rd</sup> Copy-Agency Copy</b>					